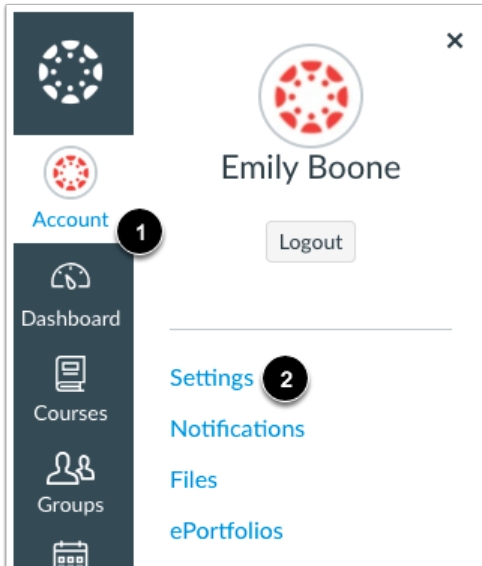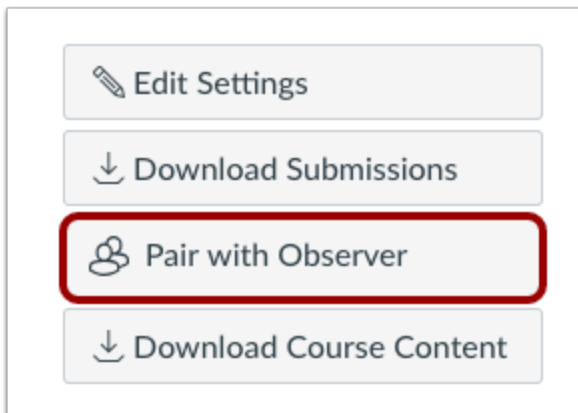# Madison County Schools
Parent Directions for Using CANVAS
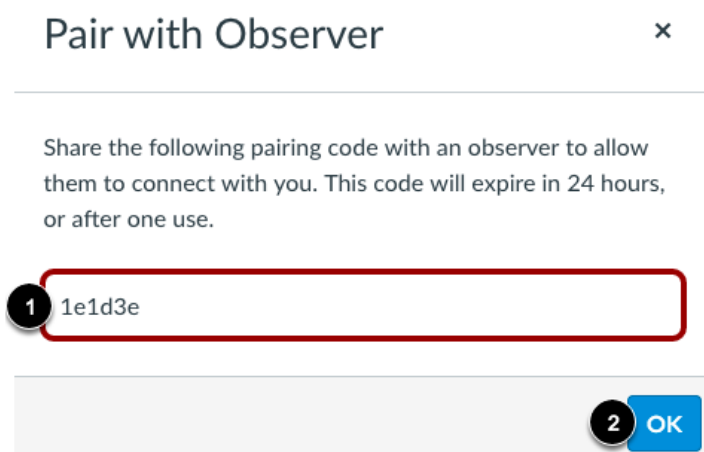
<u>First, Students Must:</u>

1. Students must generate a PAIRING CODE for observers in Canvas. Students will need to login to their school's Canvas account and then click on Account Settings.

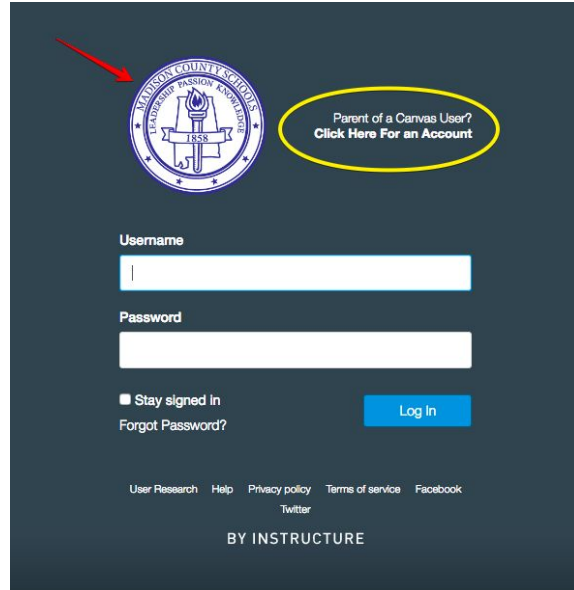2. Select Pair with Observer from the right hand menu bar.

3. Canvas will generate a Canvas Pairing Code that will allow parents/guardians to create a Canvas Observer Account. NOTE: This pairing code expires in 24 hours.

Next, Parents/Guardians Must:

4. Use Google Chrome or a newly updated version of Internet Explorer to navigate to https://mcboe.instructure.com
5. Click on the white writing which reads "Parent of a CANVAS user? Click Here For an Account".
   If you don't see the Madison County Schools seal, you are on the wrong Canvas site!

6. Add your name and email address. You will need to know your student's CANVAS pairing code. Be sure to check the "Terms of Use" box.
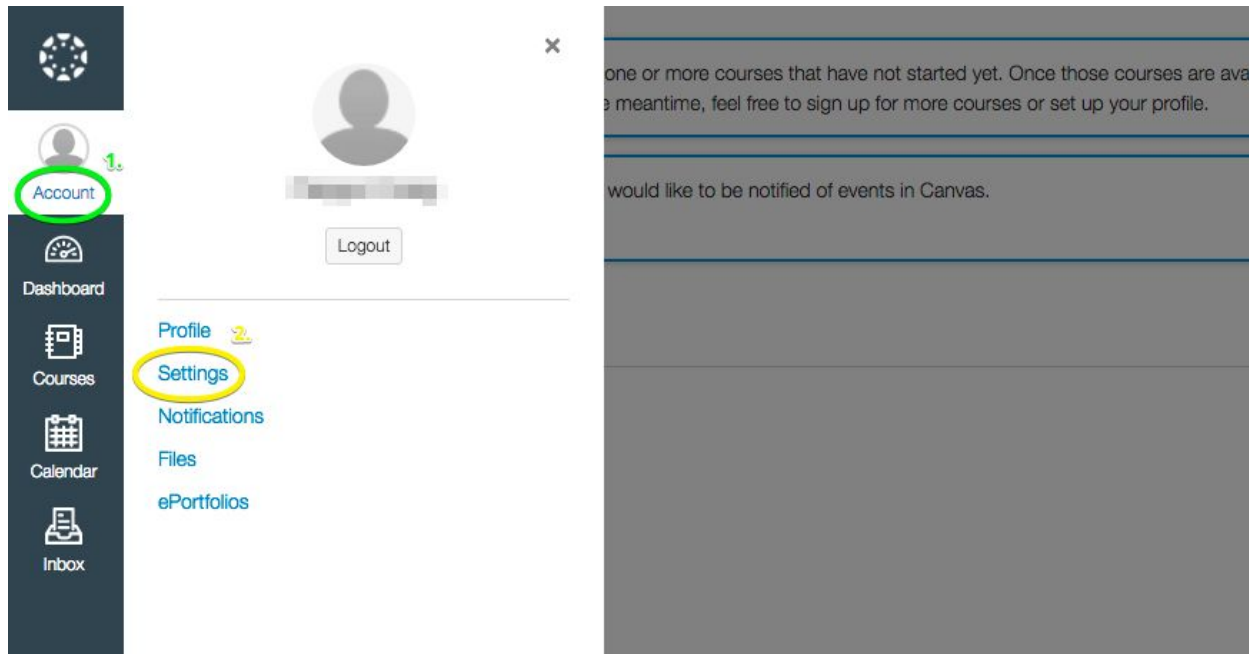
7. Click on the "Start Participating" button.

8. You will then enter CANVAS. Click on the "Account" link in the upper left hand corner of the screen, then "Settings".
    a. Under the "Ways to Contact" menu, enter an email address and/or cell phone number
    b. You can also edit "Notifications" within your Canvas account. This will allow you to get up-to-date information based on your specifications.

9. If you have more than one MCSS student, you can click on "Observing" and enter the next student's pairing code.

10. When you wish to login to CANVAS again: Navigate to: https://mcboe.instructure.com, enter your email address and password.
    ● Once in CANVAS, use the "Courses" button to select the course you would like to explore/observe.